

APPENDIX E
Template for Team Experience

TO ASSIST IN COMPLETING THIS TABLE — SEE NOTE AND LEGEND ON NEXT PAGE

Example #	Evaluation Sample Details					Role and Experience of Team Members								Official Language of Work (Language Proficiency)		
						Project Manager Team Member 1		Team Member 2		Team Member 3		Team Member 4				
						Role ¹	Experience Gained (# of Months)	Role ¹	Experience gained (# of Months)	Role ¹	Experience gained (# of Months)	Role ¹	Experience gained (# of Months)			Team Member
1	Client Organization:					PM		PM		PM		PM		1		
	Name of Client Operational Project Authority:				Telephone #		A		A		A		A		2	
	Title of Evaluation:					W		W		W		W		3		
	Type of Evaluation ³ :		Program Budget/Dollar Value:			L		L		L		L		4		
	Contract Dollar Value:		Contract Start Date:		Contract End Date:	D		D		D		D		5		
	Description of Initiative Evaluated:					C		C		C		C		6		
						I		I		I		I		7		
						S		S		S		S		8		
						WS		WS		WS		WS		9		
						E		E		E		E		10		
2	Client Organization:					PM		PM		PM		PM		1		
	Name of Client Operational Project Authority:				Telephone #		A		A		A		A		2	
	Title of Evaluation:					W		W		W		W		3		
	Type of Evaluation ³ :		Program Budget/Dollar Value:			L		L		L		L		4		
	Contract Dollar Value:		Contract Start Date		Contract End Date:	D		D		D		D		5		
	Description of Initiative Evaluated:					C		C		C		C		6		
						I		I		I		I		7		
						S		S		S		S		8		
						WS		WS		WS		WS		9		
						E		E		E		E		10		
Total NON-CONCURRENT experience (# of months) ⁴					PM		PM		PM		PM					
					A		A		A		A					
					W		W		W		W					
					L		L		L		L					
					D		D		D		D					
					C		C		C		C					
					I		I		I		I					
					S		S		S		S					
					WS		WS		WS		WS					
					E		E		E		E					
Total number of projects (#)																

NOTE:

The template only provides space for four (4) team members, if you wish to include more than four team members, please add a second page and continue with Team Member 5, 6, etc.

LEGEND:

- 1 Role**
- | | |
|----|--|
| PM | Project management |
| A | Collecting, summarizing and analyzing qualitative and quantitative data (including statistical analysis) |
| W | Writing evaluation reports |
| L | Conducting literature, document/file and database reviews |
| D | Searching databases and related data sources |
| C | Conducting case studies |
| I | Designing interview and survey guides |
| S | Conducting interviews and surveys |
| WS | Conducting “web-based” survey |
| E | Experience in assessing Economy and Efficiency |
- 2 Official Language:**
- | | |
|---|--------------------|
| E | English |
| F | French |
| B | English and French |
- 3 Type of Evaluation:**
- | | |
|---|-----------|
| F | Formative |
| S | Summative |
- 4 NON-CONCURRENT Experience:** Experience (in MONTHS) obtained as a result of participation in the identified projects without overlapping dates. Therefore, the total must be equal or less than the calendar time spanned across all projects (e.g., if project 1 ran from 01/01/2009 to 30/09/2009 and project 2 ran from 01/06/2009 to 31/01/2010, the total non-concurrent time spanned by both projects is 13 months). If you wish to convert hours to months, please use 7.5 working hours per day and 20 working days per month.